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BUREAU OF LAND MANAGEMENT

INTEGRATED PAPERWORK MANAGEMENT SYSTEM



An orientation for new BLM personnel

JANUARY 1984

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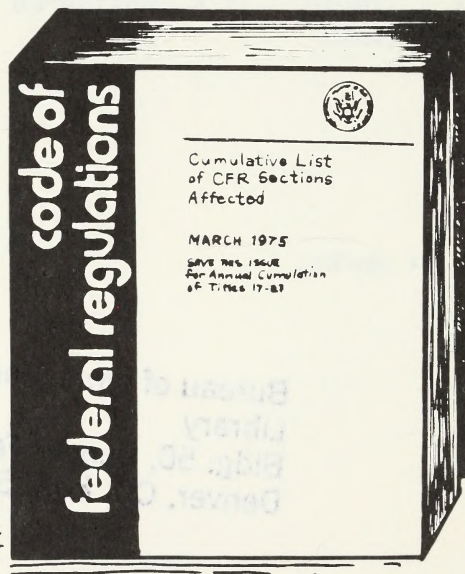
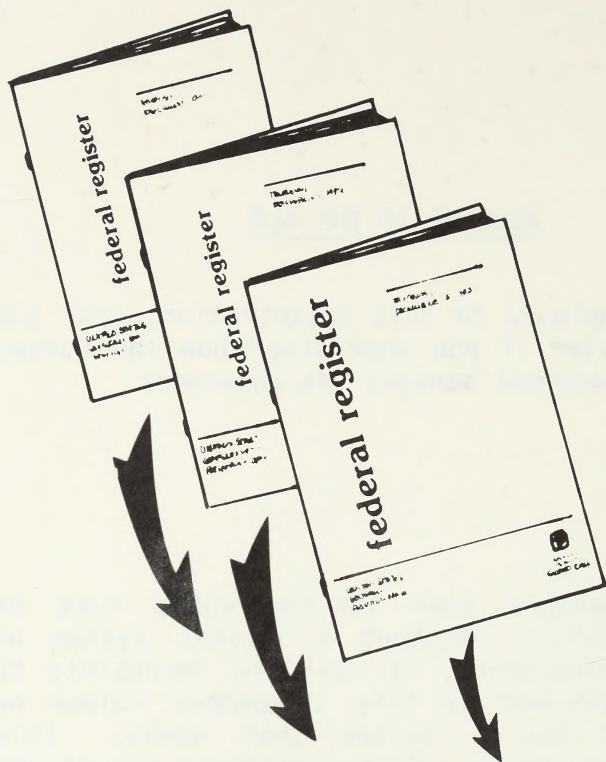
WELCOME TO THE BLM

As a new employee to this organization, your job will be easier if you understand how the Bureau of Land Management manages its paperwork.

The BLM manages over 126,000 cubic feet of record material. Without a logical system of paperwork management, it would be impossible to locate a document in this tremendous volume of data. BLM has a system that works. It's clean. It's simple. It's considered one of the best in Government.

Here's how it works.

Bureau of Land Management
Library
Bldg. 50, Denver Federal Center
Denver, CO 80225



Policies and procedures emanating from law by which the Government operates are contained in the CODE OF FEDERAL REGULATIONS.

This annual publication is a consolidation of the regulations published daily in the FEDERAL REGISTER.

There are fifty titles which make up the CODE OF FEDERAL REGULATIONS (CFR). Each relates to a different federal agency's regulations. The majority of regulations affecting BLM's resource management are contained in

CODE OF FEDERAL REGULATIONS
43 Public Lands Interior

Other CFR Titles, such as Title 25 - Indians, and Title 40 - Protection of Environment, are used in our work. We are most concerned with:

43 CFR Public Lands Interior
Chapter II Bureau of Land Management
Part 2000 Through 9000

Table of Contents

Explanation	Page
Title 43	2740
Subtitle B Regulations Relating to Public Lands	2760
Chapter II Bureau of Land Management	2780
Interior	2800
Finding Aids	2810
Table of CFR Titles and Chapters	2820
Alphabetical List of Agencies Appearing in	2880
List of CFR Sections Affected	

Chapter II—Bureau of Land Management

Part		Page
2740	Recreation and Public Purposes Act	284
2760	Townsites	288
2780	Special areas	289
	GROUP 2800—USE, RIGHTS-OF WAY	
2800	Rights-of-way, principles and procedures	305
2810	Tramroads and logging roads	323
2820	Roads and highways	338
2880	Rights-of-way under the Mineral Leasing Act	341
	GROUP 2900—USE, LEASES AND PERMITS	
2910	Leases	354
2920	Leases, permits and easements	363
	SUBCHAPTER C—MINERALS MANAGEMENT (3000)	
3000	GROUP 3000—MINERALS MANAGEMENT	
3040	Minerals management; general	373
	Environment and safety	374
	GROUP 3100—OIL AND GAS LEASING	
3100	Oil and gas leasing	376
3110	Noncompetitive leases	413
3120	Competitive leases	423
3130	Oil and gas leasing—National petroleum reserve—	
	Alaska	425
3140	Combined hydrocarbon leasing	433
3150	Fractional or future interest leases and permits	437
	GROUP 3200—GEOTHERMAL RESOURCES LEASING	
3200	Geothermal resources leasing; general	440
3210	Noncompetitive leases	463
3220	Competitive leases	467
3230	Rights to conversion to geothermal leases or ap-	
	plication for geothermal leases	468
3240	Rules governing leases	472
3250	Utilization of geothermal resources	479
	GROUP 3300—OUTER CONTINENTAL SHELF MINERALS AND RIGHTS-OF WAY	
3300	Outer continental shelf minerals and rights-of-	
	way management, general	485
	GROUP 3400—COAL MANAGEMENT	
3400	Coal management—general	512

Subject-Function Classification Chart

3000 - MINERALS MANAGEMENT

- .1 Civil Rights Act
- .11 Nondiscrimination
- .12 Nonsegregated Facilities
- .2 False Statements
- .3 Unlawful Interests
- .4 Appeals
- .5 Place of Filing
- .51 Documents
- .52 Location of Offices

3042 - Land Reclamation

3043 - Mining Law Operations

3044 - Safety

3045 - Geophysical Explorations (Oil and

- .1 Uplands
- .11 Application
- .2 Outer Continental Shelf

For ease of reference and purpose of citation, the CFR is codified into:

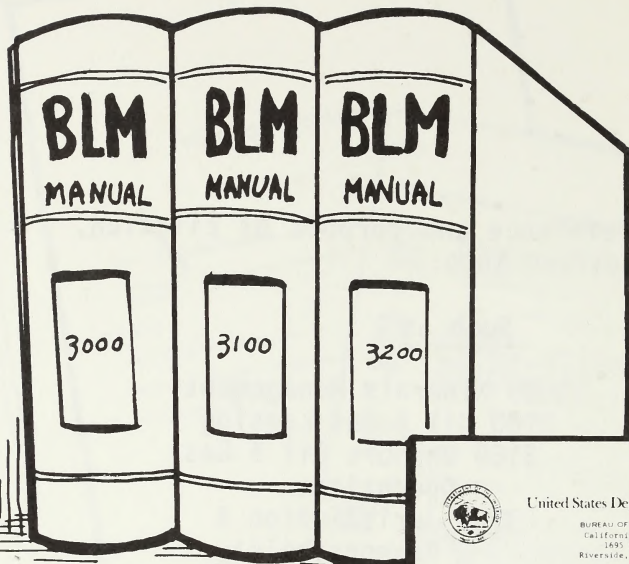
Such as

Subchapters	3000 Minerals Management
Groups	3100 Oil & Gas Leasing
Parts	3160 Onshore Oil & Gas Operations
Subparts	3161 Jurisdiction & Responsibility
Sections	3161.2 Responsibility of Authorized Officer

BLM works closely with the Office of Federal Register on precise codification of the FEDERAL REGISTER. Since the codification of the CFR is used to cite subjects and the regulations that apply, the BLM uses these same numbers to manage its paperwork. These numbers are called:

"SUBJECT FUNCTION CODES"

There is a Subject Function Code for every known subject for which we collect data. These are found in Section 1220 of the BLM Manual.



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
California Desert District
1695 Spruce Street
Riverside, California 92507

3100 (1-1960)

April 1, 1983

Memorandum

To: SD, California

From: Manager, California Desert District

Subject: Mineral Report for Oil and Gas Leasing

Enclosed is the mineral report for the oil and gas leasing area in the Chocolate Mountains.

The recommendation in the mineral report signed by the Needles Area Manager is that the Chocolate Mountain area is potentially valuable for oil and gas leasing.

Herald Hillier

3160-5

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT

REMIT IN TRIPlicate
Other Instructions on Form 100

Form approved
Bureau Bureau No. 1004-0114
Effective August 11, 1981
5. LEAD OBSERVATION, AND SERIAL NO.

SUNDY NOTICES AND REPORTS ON WELLS

(Do not use this form for proposals to drill or to deepen or plug back to a different reservoir. Use APPLICATION FOR PERMIT for such proposals.)

1. NAME OF OPERATOR

2. ADDRESS OF OPERATOR

3. DATE OF REPORT (Month, Day, Year)

4. COUNTY

5. SECTION

6. TOWNSHIP

7. RANGE

8. NEARBY LAND

9. OTHER DATA

10. FIELD AND PROD. OR WILDCAT

11. FIELD OR PROD. OR WILDCAT

12. COUNTY OR RANGE

13. COUNTY OR RANGE

14. COUNTY OR RANGE

15. COUNTY OR RANGE

16. COUNTY OR RANGE

17. COUNTY OR RANGE

18. COUNTY OR RANGE

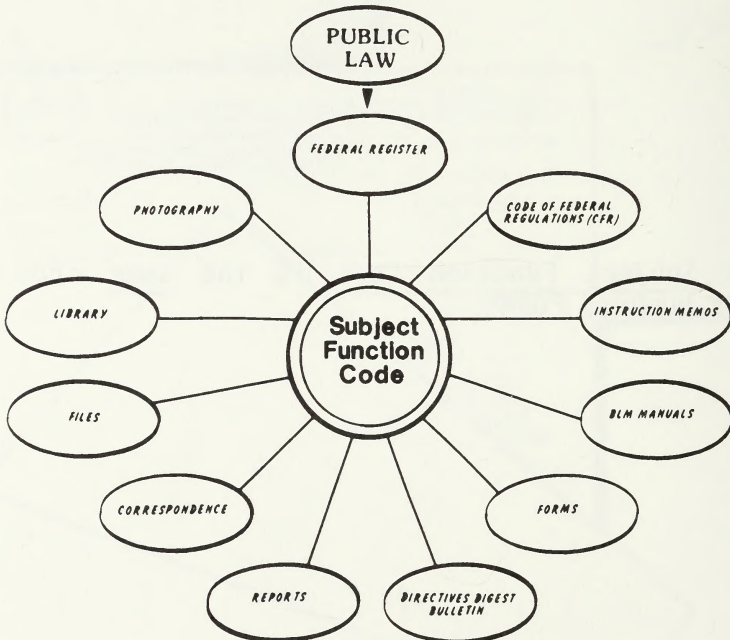
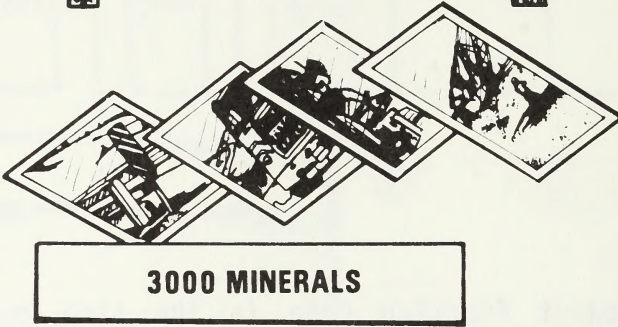
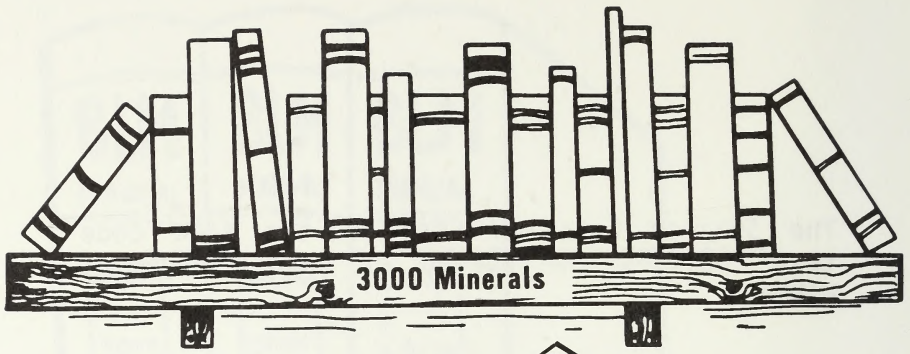
19. COUNTY OR RANGE

20. COUNTY OR RANGE

The Subject Function Code is the same code that codifies the Bureau of Land Management MANUAL.

The Subject Function Code is the same code that is used for a file code on CORRESPONDENCE.

The Subject Function Code is the same code that numbers FORMS.

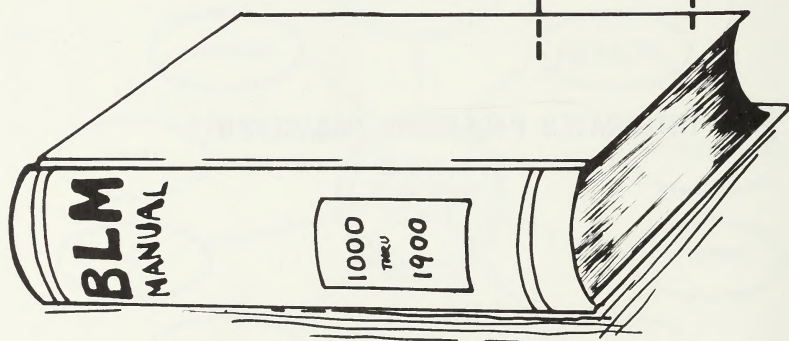
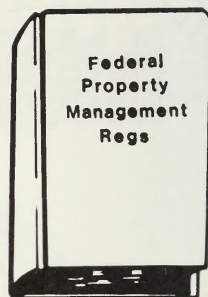
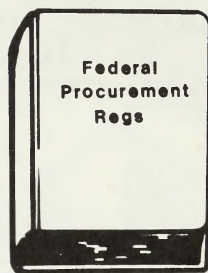


In BLM offices with small reference collections, the library is arranged in Subject Function order.

Yes - and to a lesser degree, even official photographs can be grouped by Subject Function.

The Subject Function Code ties all types of paperwork together by a common number. It integrates the forms, directives, and files management subsystems. That's why it is called:

"INTEGRATED PAPERWORK MANAGEMENT"



Even though the Subject Function Codes tie to the 43 CFR in the resource management activities (SF 2000-9999), they do not tie in the administrative subjects.

Regulations for administrative subjects have their source in numerous documents; i.e., Federal Personnel Manual, Federal Property Management Regulations, Federal Procurement Regulations, etc. There is no single document with which to tie. With the exception of personnel subjects, administrative Subject Function Codes are unique. In the case of personnel, they tie to the applicable Federal Personnel Manual.

.01 Purpose. This section provides policy and guidance for the management of mineral resources under the jurisdiction of the Bureau of Land Management.

.02 Objectives.

A. General. The long-term objective is to manage the mineral resources on the Federal lands under a positive program consistent with and coordinated with total natural resource objectives of the Bureau, in harmony with principles of multiple use and a quality environment.

B. Specific. Specific objectives, insofar as law permits, are to:

1. Consider non-mineral resource values in determining whether mineral resources should be developed and, if developed, under what conditions.
2. Assure that mineral exploration, development, and extraction is carried out in such a way as to minimize environmental and other resource damage and to provide, if necessary and insofar as practicable, for the rehabilitation of lands affected by such operations.
3. Make available for disposal and encourage development of mineral resources to meet national, regional, and local needs, consistent with national objectives of an adequate supply of minerals at reasonable market prices.
4. Unless otherwise provided by law, obtain a fair market value return for the Government from the disposal of mineral resources.
5. Manage Federal mineral resources to maximize free and open competition among resources and among producers.
6. Encourage development of Federal mineral resources in a timely manner.
7. Minimize avoidable damage to surface resources from operations under the mining law.
8. Encourage legitimate mining by recognizing valid claims and bringing adverse action against claims suspected to be invalid.

NOTE: For short term (5-year) objectives refer to 1603, Appendix 1; for program and budget year objectives, refer to the Preliminary Annual Work Plan (PAWP) and Annual Work Plan (AWP) directives.

BLM MANUAL

Rel. 3-14

1/21/70

UNITED STATES
DEPARTMENT OF THE
BUREAU OF LAND MANAGEMENT
1603-27400 STATE SUPPLEMENT
MANUAL TRANSMITTAL SHEET

Release
by
Date
Dec. 27, 1978

- Subject: 3045 - SURFACE MANAGEMENT REQUIREMENTS FOR GEOPHYSICAL EXPLORATION
(GOL AND GAS)
1. Explanation of Material Transmitted: This release provides updated, geophysical (oil and gas) operations on public lands located in New Mexico.
 2. Material Supplied: None.
 3. Reports Required: None.
 4. Plans Instructions: After the attached sheets have been filed in the 3045 section of the manual, this transmittal sheet may be discarded.

REPLY
None

INDEX

FC-1
101
0485
1186
1289
+
Illustrations 1 through 7
Appendix 1 through 5
Figures 1 through 5
(Total - no pages)

William J. [Signature]
State Director

OTHER THINGS YOU NEED TO KNOW

BLM Manual

The BLM Manual is the basic source of policies and procedures for BLM. Compliance with the manual is mandatory.

No manual release is official until signed by the Director or Associate Director. The Manual is arranged in Subject Function order 1000-9999.

Manual Supplements

Each SO, DO, and the DSC may supplement the manual if they wish to add local policies and procedures. Supplements expand on the basic Bureau manual; they do not supersede BLM manual instructions.



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
DENVER SERVICE CENTER
DENVER FEDERAL CENTER BUILDING 80
DENVER, COLORADO 80225

IN REPLY REFER TO:
1525.4 (D-553B)

January 11, 1984

Instruction Memorandum No. DSC-84-10
Expires 9/30/85

To: AFOs

From: Service Center Director

Subject: Operator's Handbook-BLM Owned Vehicles & Construction Equipment

Enclosed is an ADP listing of BLM-owned vehicles and equipment assigned to your office. Also enclosed is an equivalent number of copies of the new "Guide to Service Stations for Gasoline, Oil and Lubrication", dated October 1982. Please remove the present "Guide" dated November 1981 and Amendment Nos. 1, 2, and 3 and insert a copy of the new "Guide" in the "Service and Inspection" section of the Operator's Handbook.

2 Enclosures
Encl. 1 - ADP List
Encl. 2 - Copies of Guide

Distribution:
853 - 1 (w/o encls.)
D-245A - 1 (w/encl. 2)
D-555B - 3 (w/o encls.)
D-558 - 2 (w/o encls.)
D-500 - 1 (w/o encls.)



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
DENVER SERVICE CENTER
DENVER FEDERAL CENTER BUILDING 80
DENVER, COLORADO 80225

IN REPLY REFER TO:
1480 (D-111)

January 12, 1984

Information Bulletin No. DSC-84-10

To: ASCDs; Staff Chiefs; Division Chiefs, DSC

From: Service Center Director

Subject: Visit of W.O. Program Office Representatives

Washington Office Program Office representatives will visit the Service Center the week of January 30, 1984. They will be here to look at our budgeting process and programs funded by multiple sub-activities. Their purpose is to gain a better understanding of DSC programs and our recurring funding problems.

Enclosed is a tentative schedule for their visit. If there are any problems with the schedule, please call Donna Montgomery at Ext. 5031.

1 Enclosure
Enclosure 1 - Schedule

Distribution:
160 - 1
D-245A - 1

John Doe

Directives

Instruction Memos

Instruction memos are temporary directives and have specific expiration dates. They are used to issue fast policy or procedures until a manual section is written, for requesting one-time reports, or for providing one-time instruction. Instruction memos are issued by:

The Headquarters Office
State Offices
District Offices
The Denver Service Center

They are sequentially numbered (84-10 is the tenth instruction memo of FY 1984). They are written in memorandum format.

Information Bulletins (Formerly Information Memos)

Information Bulletins provide one-time information that is non-directive in nature and expire upon receipt. They are also used to transmit documents or make announcements. Information Bulletins are sequentially numbered and are written in memorandum format.

Subject Function
Code

IN REPLY REFER TO

3100

C-060

Office Code



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
California Desert District
1695 Spruce Street
Riverside, California 92507

April 1, 1983

Memorandum

To: SD, California
From: Manager, California Desert District
Subject: Mineral Report for Oil and Gas Leasing

Enclosed is the mineral report for the oil and gas leasing area in the Chocolate Mountains.

The recommendation in the mineral report signed by the Needles Area Manager is that the Chocolate Mountain area is potentially valuable for oil and gas leasing.

Gerald Hillier

Enclosure
Mineral

Report

Enclosures

Distribution

cc:

Needles AM

Correspondence

Letters and memos all have, at a minimum, an official file copy (yellow) and a reading file copy (usually pink). Other copies (white) may be prepared for other purposes.

Correspondence must have at least one Subject Function Code which is used to identify the subject and for filing purposes. If more than one subject is discussed in the correspondence, more than one Subject Function Code may be used. It is the responsibility of the originator to assign the correct Subject Function Code(s).

In addition, an originating office code is used to identify the organization of the author even when the office head may sign the letter.

BLM correspondence identifies any enclosures sent with the document and provides information as to who received any courtesy copies.

PUBLICATION APPROVAL REQUEST

TO: DIRECTOR OF PUBLIC AFFAIRS
OFFICE OF THE SECRETARY

FROM:

(Continuation)

1. Appr
etc.

2. Title

3. JUST

4. Check

5. Recd
Stamp

6. Print

7.

8. No. of

S. F. CODE

Form 3160-5
(November 1983)
(Formerly 9-331)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

SUBMIT IN TRIPLIC
(Other instructions
verse side)

SUNDRY NOTICES AND REPORTS ON WELLS

(Do not use this form for proposals to drill or to deepen or plug back to a different
Use "APPLICATION FOR PERMIT" for such proposals.)

OIL WELL ☐ GAS WELL ☐ OTHER ☐

9. NAME OF OPERATOR

S. F. CODE

10. ADDRESS OF OPERATOR

11. LOCATION OF WELL
See also space 17
At surface

Form 3100-7
(November 1976)
(Formerly 3200-1)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
TITLE REPORT REQUEST

Serial Number

Date

14. PERMIT NO.

16.

TEST WATER WHICH

PRACTICE TESTS

SHOOT OR ACTION

REPAIR WELL

(Other)

17. DESCRIBE PROPOSED
proposed -
nent to it

Name of Applicant

Address (include zip code)

Has applied for a (specify mineral)
described lands

lease permit for the following

If additional space is required continue.

7. AMOUNT CLAIMED (Total of cols (f), (g) and

8. This claim is approved. Long distance telephone
as necessary in the interest of the Government
are included, the approving official must have
the head of the department or agency to sign

Sign Original Only

In accordance with the Act of August 7, 1947 (61 Stat. 913), or Reorganization Plan No. 3 of 1948 (60 Stat. 1097),
furnish this office the following requested information

(Signature)

(Title)

1. Does the description conform to that contained in the deed to the United States? Yes No If "no,"
describe the lands as shown on your records

APPROVING
OFFICIAL
SIGN HERE

9. This claim is certified correct and proper for payment

Sign Original Only

AUTHORIZED
CERTIFYING
OFFICER
SIGN HERE

DATE

12. PAYMENT MADE
BY CHECK NO

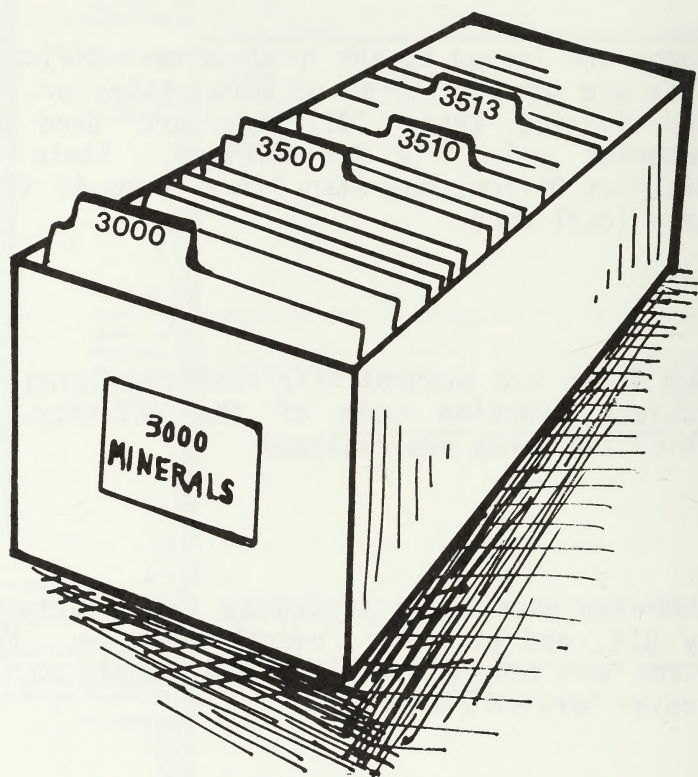
ACCOUNTING CLASSIFICATION

Forms

Forms are issued by the Headquarters Office if they are used by three or more states or from the Service Center if they are used for programs under its jurisdiction. State and District Offices may also issue forms if there is a local need.

BLM forms are sequentially numbered using the Subject Function Code of the activity for which the forms are designed.

BLM also uses forms issued by the Department, by GSA, and by other Federal agencies. Most forms are stocked in a central supply at the Denver Service Center.



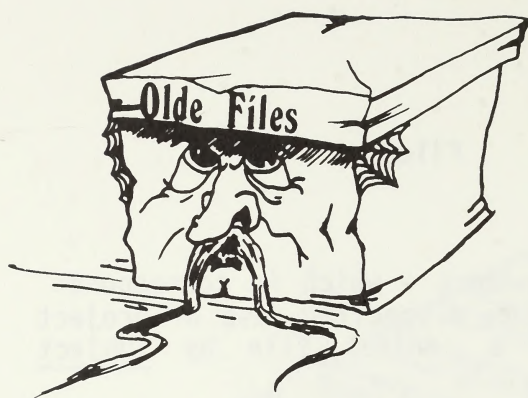
Files

General correspondence - which is correspondence not related to a specific case or project - is filed in a central file by Subject Function Code.

Depending on the volume of a file, information may be filed as specifically as possible by Subject Function code, or filed back to the nearest major subject function code. (Example: 3513 information may be filed under 3513, 3510, or 3500). In any case, correspondence is always coded as precisely as possible.

Contracts, leases, licenses, permits, and other types of case or project files are filed by case file number or by name.

All files in an office are the responsibility of the Office Records Manager who provides direct supervision of the Central File, plus guidance and overview of files maintained separately in other divisions.



Records Retention and Disposition

Finally, no job is complete until the paperwork is finished and paperwork is not finished until it is ultimately destroyed, transferred to a Federal Records Center for off-site storage, or to National Archives for permanent retention.

Every known BLM record has a specific retention/disposal applied to it. Records cannot be kept in an office longer than the approved specific periods. The timeframes are established by National Archives and approved by Congress.

All records are Federal property and cannot, under penalty of law, be hidden, changed, stolen, or destroyed.

BLM records personnel constantly work with other professional personnel to review and adjust the retention/disposal periods based on the value of information contained in the records.



The Office Records Manager

Each office has a designated Records Manager who is responsible for making this system work in your office.

The Office Records Manager operates the BLM's Integrated Paperwork Management System along with your cooperation and support.

Get to know your Records Manager. Open, honest communication will better enable the Records Manager to serve your needs.

Your understanding of the system will make the Records Manager's job easier and more effective for you.

Form 1279-3
(June 1984)

BORROWER

JK

468

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c.2

Integrated paperwork

DATE
LOANED

BORROWER

USDI - BLM

Bureau of Land Management
Library
Bldg. 50, Denver Federal Center
Denver, CO 80225



Governing Authorities for Records Management

BLM OFFICE HEADS ARE RESPONSIBLE FOR THE FOLLOWING COMPONENTS OF THE RECORDS MANAGEMENT SYSTEM:

Designating one person as a Records Manager to operate the system:

General Records Management:

Privacy Act, Freedom of Information Act (FOIA), improving operation and preserving the integrity of office records.

Records Disposition:

Uniform grouping, maintaining, retrieving and disposing of office records.

Paperwork Management:

Controlling the creation, preservation and disposition of records, complying with manual, legal and regulatory requirements, and assuring employees are knowledgeable and adhere to paperwork requirements.

Directives Management:

Preparing, clearing, distributing and maintaining directives and guidance to BLM offices.

Records Security:

Safeguarding classified, proprietary and confidential material.

Forms Management:

Designing and controlling forms to encourage efficiency and effectiveness, and to minimize the burden on the public.

Library Management:

Arranging, maintaining, retrieving and controlling BLM reference material to meet needs of office employees.

Reports Management:

Controlling and organizing reports to assure information needs are met and encourage efficiency.

Mail Management:

Assuring prompt, accurate and reliable mail service through the most efficient and economical methods possible. Adhering to postal service laws and regulations and using sound workflow principles, management techniques, and modern equipment. Coordinating with U.S. Post Office.

Photo Filing:

Developing, managing, arranging, controlling and retrieving BLM photos and slides, and preserving and protecting historical photos.

Correspondence Management:

Processing and following-up on controlled correspondence. Assuring incoming correspondence is responded to in the time frame allowed. Reviewing all correspondence for format style.

REQUIRING AUTHORITIES:

57 STAT 380, 63 STAT 377, GSA Reg. 3-111
301.03, 430 DM 1, BLM 1271.040

44 USC 3101, 44 USC 3501, 3504, 41 CFR
101-11, 101-5, 5 USC 552 & 552A, 43 CFR 2
App. A, 430 DM 1, 434 DM 1, PL 96 - 511, BLM
1270.

57 STAT 380, 63 STAT 377, GSA 3-111 - 301.03,
430 DM 1, 434 DM 1, 435 DM 1, 18 USC 2071, PL
96 - 511, 41 CFR 101-11.2, 11.3, 11.4, BLM
1270, 1271

44 USC 3101 - 3102, 44 USC 3501, 41 CFR
101 - 11.3 & .4, 011 - 016 DM, 235 DM, 430
DM 1, 434 DM 1, BLM 1220

44 USC CH. 29 & 31, 41 CFR 101-11-1.209,
011 - 016 DM, 235 & 380 DM 2, BLM 1221

PL 97 - 382, PL 97 - 451, 30 USC 181 as
amended and supplemented, 18 USC 1905, 44 USC
CH 31, 43 CFR Subchapter A2, 442 DM 1, 436 DM
1, BLM 1273

44 USC 3102 & 3501, 41 CFR 101 - 11.208, 44
USC, CH 35, PL 96 - 511, 381 DM 21 & 22,
BLM 1223

PL 87 - 579, 481 DM, PL 94 - 553, BLM 1279

44 USC 3501 - 3511, 41 CFR 101 - 11.207,
432 DM 4, 305 DM, BLM 1222

41 CFR 101-11.304, 433 DM 1-4, US Postal
Domestic Mail Manual, BLM 1542

430 DM 1, BLM 1122.24B, BLM 1277

U.S. Government Correspondence Manual, 41 CFR
101 - 11.206 603, 433 DM 2, BLM 1541.

